
UNITED STATES MARINE CORPS
THE BASIC SCHOOL
MARINE CORPS TRAINING COMMAND
CAMP BARRETT, VIRGINIA 22134-5019

INVENTORY EXAM STUDENT HANDOUT

Inventory Exam

Introduction

The Warrant Officer Basic Course (WOBC) program of instruction (POI) is based on Marine Corps Common Skills (MCCS). To evaluate these skills, students will be required to take a Review Exam on the last day of the first week. This student handout is a resource to prepare for this exam. **Students should also review the W020001XQ Risk Management student handout (SHO), W0S0005XQ The Role of the Chaplain SHO, W130119XQ Security of Classified Materials SHO, W1G0003XQ Military Correspondence and MCO P1020.34G (Ch. 1-5) Marine Corps Uniform Regulations in preparation for the review exam.**

Importance

This handout will provide information required to successfully pass the review exam, which is graded, weighted, and therefore affects your final standing.

In This Lesson

You will review material already presented to you at your commissioning source.

This lesson covers the following topics:

| Topic | Page |
|--------------------------------|------|
| Marine Corps Mission | 4 |
| Marine Corps Organization | 6 |
| Customs and Courtesies | 15 |
| Marine Corps Values | 22 |
| Code of Conduct | 24 |
| Preparing for Combat | 25 |
| Fire Team Formations | 26 |
| Squad Formations | 28 |
| Hand and Arm Signals | 29 |
| References | 30 |
| Glossary of Terms and Acronyms | 31 |
| Notes | 32 |

Lesson Purpose

Without the aid of reference, define the Marine Corps mission and functions, without omission.

Without the aid of reference, describe Marine Corps organizational structure without omission.

Given the requirement, perform required military courtesies and honors, without omission.

Without the aid of references, describe the Marine Corps Core Values without omission.

Without the aid of reference, describe the Code of Conduct, without omission.

Given a mission and commander's intent, prepare for combat to accomplish the mission.

Without the aid of reference, described fire team formations without omission.

Without the aid of reference, described squad formations without omission

Without the aid of reference, describe basic tactical hand and arm signals without omission

Marine Corps Mission

Experience in World War II showed that shortcomings in military policies, specifically the mission and function of the services. As defined in the National Security Act of 1947, "functions" includes functions, powers, and duties; it assigns duties, responsibilities, missions, and tasks to an individual office or organization. "Mission" represents just one facet of the "function." A mission assigns tasks that clearly define what actions a given service may take and the reason that service is assigned that task.

National Security Act of 1947

Created after intense battle in Congress, the National Security Act of 1947 assigned functions to each armed service. The Marine Corps was assigned the following seven functions:

- Provide Fleet Marine Forces of combined arms together with supporting air components for service with the United States Fleet in the seizure or defense of advanced naval bases and for the conduct of such land operations as may be essential to the prosecution of a naval campaign.
- Provide detachments and organizations for service on armed vessels of the Navy and security detachments for the protection of naval property at naval stations and bases.
- Develop, in coordination with the Army, Navy, and Air Force, the doctrines, tactics, techniques, and equipment employed by landing forces in amphibious operations. The Marine Corps shall have primary interest in the development of those landing force doctrines, tactics, techniques, and equipment which are of common interest to the Army and the Marine Corps.
- Provide, as required, Marine forces for airborne operations, in coordination with the Army, Navy, and Air Force and in accordance with doctrines established by the Joint Chief of Staff.
- Develop, in coordination with the Army, Navy, and Air Force, doctrines, procedures, and equipment of interest to the Marine Corps for airborne operations which are not provided for by the Army.

Marine Corps Mission (Continued)

National Security Act of 1947 (Continued)

- Be prepared, in accordance with integrated joint mobilization plans, for the expansion of the peacetime components to meet the needs of war.
 - Perform such other duties as the President may direct. (However, the line following the seventh function is key: These other such duties must not interfere with the primary functions for which the Marine Corps was established.)
-

Organization of the Department of the Navy

The distinct services within the Department of the Navy, responsible to the Secretary of the Navy, are the

- United States Navy, commanded by the Chief of Naval Operations.
- United States Marine Corps, commanded by the Commandant of the Marine Corps.

The Marine Corps is part of the Department of the Navy, but not part of the Navy.

Secretary of the Navy

The Secretary of the Navy is the civilian head of the Department of the Navy. This civilian is selected by the President and approved by Congress and is responsible for the policies and control of the Department of the Navy, to include its organization, operation, and efficiency.

Chief of Naval Operations (CNO)

The CNO is the senior military officer of the Navy and, as such, commands the operating forces of the Navy. The CNO sits as a member of the Joint Chiefs of Staff, whose main function is to train and equip the Navy and advise the President.

Commandant of the Marine Corps

The Commandant is responsible to the Secretary of the Navy for the administration, discipline, internal organization, unit training, efficiency, and overall readiness of the Corps. In addition, the Commandant is responsible to the CNO for the readiness of the Marine Corps' operating forces serving with the Navy's operating forces (i.e., the Fleet Marine Forces). Only for these reasons does the Commandant report to the CNO.

Marine Corps Organization

In order to keep the Marine Corps a "Force in Readiness," the Commandant relies on four different establishments within the Marine Corps organization:

- Headquarters.
- Operating Forces.
- Supporting Establishment.
- Marine Corps Reserve.

Headquarters

Headquarters, United States (US) Marines Corps is located at the Pentagon in Arlington, Virginia. Headquarters is the executive part of the Marine Corps--literally the Headquarters of the Commandant. It contains such departments as Manpower; Installations and Logistics; and Plans, Policies, and Operations.

Operating Forces

Operating Forces are divided into three different organizations:

- Marine Corps Forces (MARFORs) which are organized as Marine air-ground task forces (MAGTFs) and are either employed as part of naval expeditionary forces or separately as part of larger joint or combined forces.
- Marine Corps Security Forces (MCSFs) which include approximately 3,400 Marines who protect key naval installations and facilities worldwide.
- Marine Security Guards (MSG's) provide forces to the Department of State for embassy security. As of 2005, Marines are assigned to 138 diplomatic posts in 124 countries throughout the world.

Supporting Establishment

The Supporting Establishment consists of those personnel, bases, and activities that support the Marine Corps Operating Forces.

Marine Corps Organization (Continued)

Marine Corps Reserve Marine Corps Forces Reserve (MARFORRES) provides a trained force of qualified officer and enlisted personnel to be available for active duty in the Marine Corps during a time of war or national emergency and such times as the national security may require. MARFORRES consists of the

- Ready Reserve.
- Standby Reserve.
- Retired Reserve.

Ready Reserve

The Ready Reserve consists of those units and members of a reserve component who are liable for active duty in time of war or national emergency as proclaimed by the President or declared by Congress or when otherwise authorized by law. Included in the Ready Reserve are the

- Selected Marine Corps Reserve (SMCR) which includes units and individual members who participate in scheduled drills and two-week annual active duty period for training purposes (annual training duty).
- Individual Ready Reserve (IRR) which generally consists of Marines who have recently served in the active forces or SMCR and have a period of obligated service remaining on their contract. The majority of IRR members do not participate in reserve training and are not members of the SMCR. Members of the Delayed Entry Program also belong to the IRR.

Standby Reserve

The Standby Reserve is composed of Marines not in the Ready or Retired Reserve who are subject to recall to active duty in time of war or a national emergency as declared by Congress.

Retired Reserve

The Retired reserve includes reservists who are retired under various laws and regulations. Retired Reserves may be mobilized under conditions similar to those for Standby Reserve mobilization.

Marine Corps Organization (Continued)

Marine Division

A major general commands a Marine division; its mission is to execute amphibious assault operations and such other operations as may be directed. A fully manned Marine division consists of approximately

- 1,000 Marine officers.
- 50 Navy officers.
- 16,000 enlisted Marines.
- 900 Sailors.

Divisions are given numerical designators, such as "1st Marine Division," and consist of organizations designed to provide command and control, maneuver, fire support, and logistic capabilities.

The primary subordinate units of a division are three infantry regiments, but it also contains

- An artillery regiment.
- A tank battalion.
- A headquarters battalion.
- An assault amphibian battalion.
- A light armored reconnaissance battalion.
- A combat engineer battalion.

The four Marine divisions are located as follows:

- 1st Marine Division: Camp Pendleton, CA.
- 2d Marine Division: Camp Lejeune, NC.
- 3d Marine Division: Camp Butler, Okinawa, Japan.
- 4th Marine Division: New Orleans, LA.

Marine Infantry Regiment

The Marine infantry regiment consists of approximately 3,000 Marines commanded by a colonel. Its mission is to locate, close with, and destroy the enemy by fire and maneuver or to repel enemy assault by fire and close combat.

Regiments receive a numerical designator, such as "7th Marine Regiment." The primary subordinate units in an infantry regiment are three infantry battalions, but it also contains a headquarters company

Marine Corps Organization (Continued)

Marine Infantry Battalion

The Infantry Battalion consists of approximately 1,350 Marines commanded by a lieutenant colonel. Its mission is to locate, close with, and destroy the enemy by fire and maneuver or to repel enemy assault by fire and close combat.

Battalions are also given numerical designators, which state both the battalion and the regiment, such as, "1st Battalion of the 7th Marine Regiment." The primary subordinate units in an infantry battalion are three rifle companies, but it also contains

- A weapons company.
- A headquarters and service company.

Marine Rifle Company

Marine Rifle Company, the infantry company, or rifle company, is commanded by a captain. Its mission is to locate, close with, and destroy the enemy by fire and maneuver, or to repel enemy assault by fire and close combat.

Companies are given letter designators, such as "Company B, 1st Battalion, 7th Marine Regiment." The primary subordinate units in an infantry company are three rifle platoons, but it also contains a weapons platoon.

Marine Rifle Platoon

A lieutenant commands the infantry platoon, or rifle platoon. Its mission is to locate, close with, and destroy the enemy by fire and maneuver, or to repel enemy assault by fire and close combat. Platoons are given number designators, such as "1st Platoon, Company B." The primary subordinate units in an infantry platoon are three rifle squads.

Marine Rifle Squad

The Marine Rifle Squad's mission is to locate, close with, and destroy the enemy by fire and maneuver, or to repel enemy assault by fire and close combat.

Squads are given number designators, such as "1st Squad, 2nd Platoon." The primary subordinate units in an infantry squad are three fire teams. Each fire-team contains a Team Leader, Automatic Rifleman, Assistant Automatic Rifleman, and a Rifleman

Marine Corps Organization (Continued)

**Marine Aircraft Wing
(MAW) (Continued)**

The MAW mission is to participate as the air component of the MAGTF in the seizure and defense of advanced naval bases and to conduct such land operations as may be essential for the prosecution of a naval campaign.

In order for Marine aviation to perform its mission properly, air operations are broken down into six functions:

- Offensive air support (OAS):
 - Close air support (CAS).
 - Deep air support (DAS).
- Anti-air warfare (AAW):
 - Offensive AAW.
 - Air defense.
- Assault support.
- Aerial reconnaissance:
 - Visual reconnaissance.
 - Multi-sensor imagery reconnaissance.
 - Electronic reconnaissance.
- Electronic warfare (EW):
 - Electronic attack (EA).
 - Electric protection (EP).
- Control of aircraft and missiles.

The numerous units that make up the aviation community are each structured to conduct at least one of these six functions. A major general commands the MAW which is task organized to provide a flexible and balanced air combat organization capable of providing the full range of aviation functions. The primary subordinate units (two each) of a MAW are:

- Marine Air Group (Rotary).
- Marine Air Group (Fixed Wing).

The MAWs are designated and located as follows:

- 1st MAW: Camp Butler, Okinawa, Japan.
- 2d MAW: MCAS Cherry Point, NC.
- 3d MAW: MCAS Miramar, CA.
- 4th MAW: New Orleans, LA.

Marine Corps Organization (Continued)

MAG (Rotary)

A colonel commands the MAG (Rotary) whose primary mission is to provide assault support.

The MAG is an administrative and tactical combat element. It is the smallest aviation unit that is designed for independent operations with no outside assistance except access to a source of supply. Each MAG is task organized for the assigned mission. The primary subordinate unit for a MAG (Rotary) is a Marine Aircraft Squadron (Rotary).

MAG (Fixed Wing)

A colonel also commands the MAG (Fixed Wing) whose primary mission is to conduct AAW and OAS operations for advanced bases, forward operating bases, and aircraft carriers.

The MAG is an administrative and tactical combat element. It is the smallest aviation unit that is designed for independent operations with no outside assistance except access to a source of supply. Each MAG is task organized for the assigned mission. The primary subordinate unit for a MAG (Fixed Wing) is a Marine Aircraft Squadron (Fixed Wing).

Marine Aircraft Squadron (Rotary/Tilt-rotor)

A lieutenant colonel commands the squadron whose Mission is to provide assault transport or combat utility helicopter support, attack helicopter fire support, and/or fire support coordination during amphibious operations and subsequent operations ashore.

The four different types of rotary/tiltrotor squadrons are the Marine

- Heavy Helicopter Squadron (HMH).
- Medium Helicopter Squadron (HMM).
- Light/Attack Helicopter Squadron (HMLA).
- Medium Tiltrotor Squadron (VMM)

Marine Corps Organization (Continued)

Marine Aircraft Squadron (Fixed Wing)

The primary mission of the Marine aircraft squadron (fixed wing) is to conduct AAW and OAS operations for advanced bases, forward operating bases, and aircraft carrier.

The five different types of fixed wing squadrons are the Marine

- Fighter/Attack Squadron (VMFA).
- All-Weather Fighter/Attack Squadron (VMFA (AW)).
- Attack Squadron (VMA).
- Aerial Refueling/Transport Squadron (VMGR)
- Tactical Electronic Warfare Squadron (VMAQ)

Marine Logistics Group (MLG)

A brigadier general commands the MLG whose mission is to provide general and direct support and sustained combat service support above the organic capabilities of supported elements of MAGTFs in the functional areas of combat service support during deployment and employment of the Marine expeditionary force (MEF) and smaller, geographically separated MAGTFs in all levels of conflict.

An MLG contains many different battalions in order to provide combat service support:

- Headquarters and Service Battalion.
- Maintenance Battalion.
- Supply Battalion.
- Engineer Support Battalion.
- Landing Support Battalion. x Motor Transport Battalion. x Military Police Battalion.
- Medical Battalion.
- Dental Battalion.

The MLGs are designated and located as follows:

- 1st MLG: Camp Pendleton, CA.
- 2d MLG: Camp Lejeune, NC.
- 3d MLG: Camp Butler, Okinawa, Japan.
- 4th MLG: New Orleans, LA.

Marine Corps Organization (Continued)

Marine Air-Ground Task Force (MAGTF)

The MAGTF is the Marine Corps' principle organization for the conduct of all missions across the range of military operations. MAGTFs are balanced, combined-arms forces with organic ground, aviation, and sustainment elements. Each MAGTF has four core elements:

- A command element (CE) which is the MAGTF headquarters. It is task organized to provide command and control capabilities (including intelligence and communication) necessary to effectively plan, direct, and execute all operations.
- A ground combat element (GCE) which is task organized to conduct ground operations in support of the MAGTF mission.
- An aviation combat element (ACE) which is task organized to support the MAGTF mission by performing some or all six functions of Marine aviation.
- A combat service support element (LCE) which is task organized to provide the full range of CSS functions and capabilities needed to support the continuous readiness and sustainability of the MAGTF as a whole.

Marine Expeditionary Force (MEF)

The MEF, the primary Marine Corps fighting organization, is capable of missions across the range of military operations through amphibious assault and sustained operations ashore in any environment. A MEF, capable of deploying with 60 days of sustainment, consists of the

- CE, normally commanded by a lieutenant general and his staff.
- GCE. A MEF rates one or more Marine divisions, reinforced.
- ACE. A MEF rates one or more MAWs, reinforced, organized, and equipped for establishment ashore.
- LCE. A MEF rates one or more Marine Logistics Group (MLG).

Marine Corps Organization (Continued)

Marine Expeditionary Brigade (MEB)

The MEB is capable of rapid deployment and employment via amphibious shipping, strategic airlift, marrying with maritime pre-positioning force (MPF) assets, or any combination thereof. A MEU, capable of deploying with 30 days of sustainment, consists of the

- CE: brigadier general and his staff.
- GCE: infantry regiment (reinforced), commonly referred to as a regimental landing team.
- ACE: MAG, which contains several squadrons capable of performing the six functions of Marine aviation.
- LCE: brigade service support group.

Marine Expeditionary Unit (MEU)

The MEU (Special Operations Capable) is the standard forward-deployed Marine expeditionary organization. A MEU, capable of deploying with 15 days of sustainment, consists of the

- CE: colonel and his staff.
- GCE: battalion landing team (BLT), which is normally composed of an Infantry Battalion, reinforced with artillery, reconnaissance, armor, assault amphibious units, and other detachments as required.
- ACE: a medium helicopter/tiltrotor squadron reinforced with assault support, utility, and attack aircraft, a detachment of vertical/short takeoff and landing (V/STOL) fixed-wing attack aircraft, and other detachments as required.
- LCE: Marine expeditionary unit service support group (MSSG), a task organized LCE.

Special Purpose Marine Air-Ground Task Force (SPMAGTF)

SPMAGTF is a MAGTF configured to accomplish the specific mission(s) for which one of the three MAGTF types would be inappropriate or too large to employ. SPMAGTFs can be organized, trained, and equipped to conduct a wide variety of expeditionary operations in response to a crisis or peacetime mission and consists of the

- CE, as required.
- GCE, as required.
- ACE, as required.
- LCE, as required.

Customs and Courtesies

Saluting

Military courtesy is the traditional form of politeness in the profession of arms.

Purpose. The purpose of the hand salute is to demonstrate mutual respect and courtesy to members of military organizations and to show respect to national colors.

You may salute without command

- From attention.
- While walking. When walking, it is not necessary to halt to salute.
- While seated in a vehicle.

The salute is rendered when the person or colors to be saluted is at a six-pace distance or at the nearest point of approach if it is apparent that the person or color is not going to approach within six paces. The salute will not be rendered if the person or colors to be saluted do not approach within 30 paces.

Whom to Salute

Individuals Entitled to a Salute. Salute all officers senior to you in rank in any of the Armed Forces of the US or of friendly foreign governments, officers of the Coast Guard, Geodetic Survey, and of the Public Health Service who are serving with the armed forces of the US.

Appointed and Elected Officials. Individuals of the US customarily saluted are

- President of the US.
- Vice President of the US.
- State Governors.
- Secretary of Defense.
- Deputy Secretary of Defense.
- Senators and Congressmen.
- Secretaries of the Army, Navy and Air Force.
- Assistant Secretaries of the Army, Navy Air Force.

Foreign Governments. Among the members of the friendly foreign governments whom you salute are

- Heads of State.
- Ambassadors.
- Ministers of Defense or other civilian leaders of defense establishments and their assistants at or above the Assistant Secretary of the Army, Navy and Air Force.

Customs and Courtesies (Continued)

When Not to Salute

In some situations, the salute is not appropriate. In general, do not salute when

- Engaged in routine work when a salute would interfere.
- Indoors, except when under arms.
- Carrying articles with both hands or being otherwise so occupied as to make saluting impractical.
- The rendition of the salute is obviously inappropriate.
- Engaged in driving an automobile. However, whenever practical, you should return the salutes of others providing the vehicle can be driven safely.
- In places of public assemblage such as theaters or churches and in public conveyances.
- You are in the ranks of a formation. However, if at ease in a formation, you come to attention when addressed by a senior.
- When within sight of enemy soldiers.

Special Situations

Enlisted Marines may give and receive salutes from other enlisted Marines when in formation and rendering reports.

- After a senior has been saluted, if he remains nearby and no conversation takes place, no further salutes are necessary.
- A Marine salutes indoors only when under arms. This normally means a duty status with a weapon.
- In the naval services, protocol does not call for saluting when uncovered except for the return of uncovered salutes rendered first by Army and Air Force personnel. The exception in this case follows the general rule that, "social customs or military courtesy should always be interpreted so as to prevent awkward situations." Therefore, the naval service establishes an exception whereby an uncovered salute may be returned. When uncovered, naval officers initiate salutes by coming to a position of attention.

Customs and Courtesies (Continued)

**Saluting Officers and
Uncased Colors**

Rules for saluting officers and uncased colors are as follows:

Out-of-doors. Salute in the open air, the interior of such buildings as drill halls and gymnasiums when used for drill or exercises of Marines, on the weather decks of a man-of-war, or under roofed structures such as covered walks and shelters open at one or both sides to the weather.

Under Arms. A Marine is under arms when he has a weapon in his/her hand, is equipped with side arms, or when wearing equipment pertaining to arms such as sword sling, pistol belt, or cartridge belt.

When Not in Formation. When an officer approaches enlisted Marines who are not in a formation, the first to recognize the officer calls the group to attention as soon as the officer comes within six paces. The salute is held until returned. The Marines remain at attention until the officer has passed or until he/she commands, "Carry on."

Overtaking. When you overtake an officer proceeding in the same direction, draw abreast on the left, render a hand salute and say, "By your leave, Sir/Ma'am." The officer acknowledges the salute and replies, "Granted." When you overtake a Marine junior to you, pass on the right if possible.

Saluting Distance. The maximum distance within which salutes are rendered and exchanged is prescribed as 30 paces. The salute should be rendered when six paces from the person (or color) to be saluted.

Uncased Colors. Colors and standards not cased are saluted when either you or they approach or pass within six paces. Hold your salute until the colors have passed or you have passed the colors by six paces. A folded flag being carried to morning colors, or from evening colors, by a color detail is considered cased and not saluted.

Morning and Evening Colors. Individuals stop and face the flagstaff, or in the direction of the music, when "Attention" is sounded. Salutes are rendered by individuals on the first note of the "National Anthem," "To The Color," or "Retreat," and terminated on the last note. Individuals would remain at attention facing the flagstaff/music until "Carry On" is sounded, and then continue about their duties.

Customs and Courtesies (Continued)

Saluting Officers and Uncased Colors (Continued)

Exceptions to saluting officers and uncased colors are as follows:

Small flags carried by individuals and flags flying from flagstaffs, either stands alone or affixed to a building are not saluted.

A prisoner chaser does not salute an officer except when addressed by an officer in the line of duty."

Marine Corps Rank Structure—Enlisted

The Marine Corps rank structure is divided into two categories: Enlisted and Officer

The enlisted rank structure is presented in the diagram below. Enlisted Marines will wear only the grade/insignia prescribed for their grade/gender, as available through the DOD supply system or MCCSs.



Customs and Courtesies (Continued)

Marine Corps Rank Structure—Officer

The officer rank structure is presented in the diagram below. Officers will wear only the grade insignia prescribed for their grade. Insignia is made of metal with clutch-type fasteners except for the evening dress uniform, upon which full-size shoulder grade insignia will either be embroidered directly on the shoulder strap or embroidered on dark blue cloth, stitched to the shoulder straps of the jacket.



Customs and Courtesies (Continued)

Report to an Officer Outdoors

When ordered to report to an officer outdoors, the procedures are as follows:

| Step | Action |
|------|--|
| 1 | Approach the officer and halt at the position of attention about two paces in front of the officer. |
| 2 | Render a salute. |
| 3 | Report, "Good <i>morning/afternoon/evening, Sir or Ma'am, state your rank and name</i> , reporting as ordered." For example: "Good morning, Sir; Lieutenant |
| 4 | Hold the salute until it is returned or acknowledged. |

When you receive the command, "Dismissed", you will say, "Aye aye sir," take one step back, render a salute and proper greeting, i.e., "good morning sir", then execute an about face and expeditiously leave.

Report to an Officer Indoors

When reporting to an officer indoors, use the following procedure:

| Step | Action |
|------|--|
| 1 | Center yourself 6 inches at the front of the officer's desk |
| 2 | If under arms, render a salute. Under arms means you are either armed with a weapon, or wearing a duty belt (cartridge belt) |
| 3 | Report in the same manner as outdoors |

Report to a New Command

Whenever you travel on orders and are required to report to a new command, you must observe certain regulations:

- Have in your possession your orders with "original orders" stamped across the top.
- Report before 2400 on the day you are required to report or no later than the orders state, if the time of day is specifically stated.
- Be in the proper uniform when you arrive. If you are reporting for duty

Customs and Courtesies (Continued)

Report to a New Command (Continued)

- Ashore, the uniform is Service A.
- On ship, the uniform is Dress Blue B.
- Have in your possession all required items so stated in your orders.

Forms of Address in Written Correspondence

In written correspondence, both formal and social, full rank precedes the name and is written out. In conversation, all generals are General; all colonels are Colonel, etc.

Addressing Officers and Enlisted Marines

Addressing Officers and Enlisted Personnel. When addressing officers and enlisted people, it is appropriate and strongly recommended to greet them by name and grade; e.g., "Good morning, Captain Jones," or "Good evening, Corporal Clark." If you are unsure of the Marine's name or grade, "Good morning, Marine," is appropriate; "Good morning, Sir," or "Good Morning, Ma'am," is appropriate for officers.

Addressing Officers. Use "Sir" or "Ma'am" whenever addressing officers more senior; however, if acquainted with the officer, it is preferable to use both grade and name; e.g., "Good afternoon Colonel Sands." Whenever addressing a general officer, it is customary to use "General" in lieu of "Sir" or "Ma'am." When verbally addressing generals, lieutenant colonels, and first and second lieutenants, use their short title; i.e., "How are you, Lieutenant?" or "Good morning, Colonel."

Speaking to Enlisted Marines. Address enlisted Marines by name and grade, avoid casual use of first name or nicknames. Senior enlisted Marines should also be addressed by their full grade and name. Always refer to a Marine by grade, not pay grade.

Informal Situations. First names and nicknames are proper with contemporaries or junior officers during social functions, during business hours in the privacy of the office, and in the Club.

Skipper. A common word which refers to a Marine captain is "Skipper"; however, it is more proper when used in addressing a captain company commander ("Skipper" is reserved for the Captain of the ship when at sea). Note also that a Marine warrant officer wearing the bursting bomb insignia may be called "Gunner."

Marine Corps Core Values

The standards of our Corps run the spectrum of ideals, from not showing cowardice by leaving our dead on the battlefield, to not going without a haircut even while on leave. But the Code of Ethics for Marines can be summed up in three words: honor, courage, and commitment.

The 31st Commandant, General Charles C. Krulak said in July 1996 that “Our challenge is to be a Corps of men and women who consistently represent the highest moral character in and out of uniform. Character creates a foundation of which successful military units are built. From this foundation, Honor, Courage, and Commitment will always be evident, providing the perfect description of a United States Marine.”

Marines are a special breed, feared by enemies, respected by allies, and beloved by the American people. This reputation was gained and is maintained by a set of enduring Core Values which form the cornerstone, the bedrock, and the heart of our character. These values are the guiding beliefs and principles that give us strength, influence our attitudes, and regulate our behavior.

Honor

The Marine Corps is a unique institution, not just to the military, but to the nation and the world. As the guardians of the standards of excellence for our society, Marines must possess the highest sense of gallantry in serving the United States of America and embody responsibility to duty above self, including, but not limited to:

- Integrity – demonstrating the highest standards of consistent adherence to right, legal, and ethical conduct.
- Responsibility – personally accepting the consequences for decisions and actions.
- Honesty – telling the truth. Overt honesty in word and action and clarifying possible misunderstanding or misrepresentation caused by silence or inaction.
- Tradition – demonstrating respect for the customs, courtesies, and traditions developed over many years, which produce a common Marine Corps identity. Respect for the heritage and traditions of others, especially those we encounter in the execution of our duties around the world.

Courage

Moral strength to resist opposition and face danger, and hold yourself and others accountable to doing what is right in the face of it.

- Self-discipline – Marines hold themselves responsible for their own actions.

Marine Corps Values (Continued)

Courage (Continued)

- Patriotism – devotion to and defense of the nation. The freely chosen and informed willingness to support and defend the Constitution of the United States.
- Loyalty – steady reliability to do what is right in the execution of one's duty of service to the United States of America. While one should be loyal to one's command and fellow Marines, the requirement to do what is right takes precedence when there exists a conflict.
- Valor – boldness and determination in facing danger in battle. The daily commitment to excellence and honesty in all actions.

Commitment

The promise or pledge to complete a worthy goal by worthy means which requires identification with that goal and demonstrated actions to support that goal.

- Competence – maintaining and improving one's skill level to support the team.
- Teamwork – individual actions which support the accomplishment of the team's mission.
- Selflessness – Marines take care of their subordinates, their families, and their fellow Marines before themselves.
- Concern for people – Everyone is of value, regardless of race, nation of origin, religion, or gender. On the battlefield, a Marine is the fiercest of all warriors and the most benevolent of conquerors.
- Spiritual heritage – Marines maintain spiritual health and growth to nurture enduring values and acquire a source of strength required for success in battle and the ability to endure hardship.

Code of Conduct

Approximately 1.6 million Americans served during the Korean War. Of those, 4,428 service members were taken into captivity. The conditions of captivity were less than desirable. Some US service members lost faith and cooperated with the enemy. Of those held captive, 192 were found to have been guilty of chargeable offenses against the US. Put in perspective, approximately one in twenty three prisoners of war (POWs) committed serious misconduct, and eleven of those received courts-martial.

In response to the concern for our service members in captivity, President Eisenhower and his staff developed the Code of Conduct in order to better prepare US service members for combat and the eventuality of captivity and to articulate an expected standard of conduct in those situations. He signed it into law as Executive Order 10631 in 1955. It was amended in 1988 to make the text of the articles gender neutral. The article was not designed as a regulation but rather as guidance for service members during times of distress during captivity.

The Code of Conduct is composed of six articles, and it demands all service members uphold a standard of behavior. It applies to service member actions and conduct in combat, in captivity, and in other situations where the Geneva Convention applies. The articles are straightforward, but powerful. There is a logical progression throughout the Code of Conduct. The first two articles relate to actions in combat and the last four articles relate to actions in captivity.

The Code of Conduct is not a punitive regulation, which means there are not legal penalties associated with breaking it. However, it is a moral code. As Marine officers, we are bound to uphold it by our sense of duty, integrity, and honor. As military professionals we hold ourselves to ethical standards that are more stringent than those of most civilians. Your sense of honor as a Marine officer should compel you to abide by the code more than any fear of legal repercussions associated with breaking a law. However, if you engage in an action that violates the Code of Conduct, that action may also be a violation of the Uniformed Code of Military Justice. The Code of Conduct is made up of six articles described below.

| | |
|--------------------|--|
| Article I | "I am an American fighting in the forces which guard my country and our way of life. I am prepared to give my life in their defense." |
| Article II | "I will never surrender of my own free will. If in command, I will never surrender the members of my command while they still have the means to resist." |
| Article III | "If I am captured, I will continue to resist by all means available. I will make every attempt to escape and aid all others to escape. I will accept neither parole nor special favors from the enemy." |
| Article IV | "If I become a prisoner of war, I will keep faith with my fellow prisoners. I will give no information nor take part in any action which might be harmful to my comrades. If I am senior, I will take command. If not, I will obey the lawful orders of those appointed over me and will back them up in every way." |

| | |
|-------------------|---|
| Article V | "When questioned, should I become a prisoner of war, I am required to give name, rank, service number, and date of birth. I will evade answering further questions to the utmost of my ability. I will make no oral or written statements disloyal to my country and its allies or harmful to their cause." |
| Article VI | "I will never forget that I am an American fighting for freedom, responsible for my actions, and dedicated to the principles that made my country free. I will trust in my God and in the United States of America." |

Preparing for Combat

During Phase II of the BOC POI, you will receive multiple periods of instruction on mission analysis, decision making, tactical planning, and combat orders. Throughout your Marine Corps career you will have to make timely decisions based on the mission and situation at hand, conceive a plan, and communicate that plan to subordinate Unit leaders, and have bias for action to accomplish the mission. Below are just a few tools to assist in guiding planning, orders development, and mission execution. Each will be expounded upon in Phase II.

Six Troop Leading Steps

Begin Planning
 Arrange for Reconnaissance
 Make Reconnaissance
 Complete the Plan
 Issue the Order
 Supervise

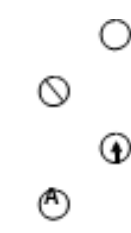


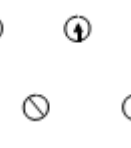
Estimate of the Situation/Mission Analysis

Mission
 Enemy Situation (SALUTE / DRAW-D/EMLCOA)
 Terrain and Weather
 Troops and Fire Support Available
 Time






Five Paragraph Order

Situation (Enemy/Friendly/Attachments & Detachments)
 Mission
 Execution (CO's Intent/ConOps/Tasks/Coord Instructions)
 Administration and Logistics
 Command and Signal

Fire Team Formation

| | |
|--|---|
| Fire team Symbols | <div> <div>Fire Team</div> <div>Fire Team Leader</div> <div>Automatic Rifleman</div> <div>Assistant Automatic Rifleman</div> <div>Rifleman</div> </div> <div> <div>☒</div> <div>☒</div> <div>⬆</div> <div>Ⓐ</div> <div>○</div> </div> |
| Fire Team Column  | <p>Facilitates control and rapid movement.</p> <p>Favors fire power and maneuver to the flanks.</p> <p>Is vulnerable to fire from the front.</p> <p>Fire to the front is limited.</p> <p>Used when speed and control are governing factors, such as when moving through densely wooded areas, fog, smoke, and along roads and trails.</p> |
| Fire Team Wedge  | <p>Facilitates control.</p> <p>Provides all around security.</p> <p>Formation is flexible.</p> <p>Fire is adequate in all directions.</p> <p>Used when enemy situation is uncertain and terrain and visibility require dispersion.</p> |
| Fire Team Echelon  | <p>Difficult to control.</p> <p>Movement is slow, especially under conditions of reduced visibility</p> <p>Provides heavy firepower to the front and in the direction of the echelon.</p> <p>Used to protect an open or exposed flank.</p> |
| Fire Team Skirmishers  | <p>Difficult to control.</p> <p>Provides maximum firepower to the front.</p> <p>Used when the location and strength of the enemy is known, during the assault, and crossing short open areas.</p> |

Squad Formation

| | |
|---|---|
| Squad Column  | <p>A column facilitates control and favors firepower and maneuver to the flanks. Firepower to the front is limited. Use this formation for speed and control.</p> |
| Squad Wedge  | <p>A wedge provides all around security and is a flexible formations, providing firepower in all directions. Use this formation when the enemy situation is uncertain.</p> |
| Squad Vee  | <p>A squad vee is a flexible formation providing excellent firepower to the front and flanks and provides all around security. Use this formation when the enemy is to the front and their strength and location are known.</p> |
| Squad Echelon  | <p>An echelon provides heavy firepower to the front and in the direction of the echelon. This formation is slow and difficult to control. Use this formation to protect an open or exposed flank.</p> |
| Squad Line  | <p>A squad line provides maximum firepower to the front. Use this formation in an assault when the enemy's strengths and location are known.</p> |

Hand and Arm Signals

| | |
|-------------------------|---|
| Assemble | Raise the arm vertically to the full extent of the arm, fingers extended and joined, palm to the front, and wave in large horizontal circles with the arm and hand. |
| Form Column | Raise either arm to the vertical position. Drop the arm to the rear, demonstrating complete circles in a vertical plane parallel to the body. |
| Echelon | Face the unit being signaled, and extend one arm 45 degrees above the horizontal and the other arm 45 degrees below the horizontal, palms to the front. The lower arm indicates the direction of echelon. |
| Skirmisher | Raise both arms laterally until horizontal, arms and hand extended, palms down. To determine direction, turn head and move hand up and down, in the appropriate direction. |
| Wedge | Extend both arms downward and to the side at an angle of 45 degrees below the horizontal, palms to the front. |
| Vee | Extend arms at an angle of 45 degrees above the horizontal forming the letter "V" with the arms and torso. |
| Forward | Face and move to the desired direction of march, at the same time extend the arm horizontally to the rear, then swing it overhead and forward in the direction of movement until it is horizontal, palm down. |
| Halt | Carry the hand to the shoulder, palm to the front then thrust the hand upward vertically to the full extent of the arm and hold it in the position until the signal is understood. |
| Freeze | Make the signal for a halt and make a fist with the hand. |
| Decrease speed | Extend the arm horizontally and sideward, palm, facing front, and wave arm downward several times, keeping the arm straight. The arm does not move above a horizontal plane. |
| Double Time | Carry the hand to the shoulder, fist closed rapidly thrust the fist upward vertically to the full extent of the arm and back to the shoulder several times. |
| Change Direction | Extend arm horizontally to the side, palm to the front. |
| Shift | Raise the hand that is on the side toward the new direction across the body, palm to the front; then swing the arm in a horizontal arc, extending arm and hand to point in the new direction. |

Hand and Arm Signals (Continued)

| | |
|----------------------------|---|
| Close Up | Start signal with both arms extended sideward, palm forward, and bring hand together in front of the body momentarily. |
| Open Up/Extend | Start signal with arm extended in the front of the body, palms together, and bring arms to the horizontal position at the sides, space palms forward. |
| Disperse | Extend either arm vertically overhead; wave the hand and arm to the front, left, right, and rear, the palm toward the direction of each movement. |
| Get Down/Take Cover | Extend arm sideward at an angle of 45 degrees above horizontal, palm down, and lower it to the side. |
| Enemy in Sight | Hold the rifle horizontally, with the stock on the shoulder, the muzzle pointing in the direction of the enemy. |
| Commence Fire | Extend the arm in front of the body, hip high, palm down, and move it through a wide horizontal arc several times. |
| Cease Fire | Raise the hand in front of the forehead, palm to front, and swing the arm and forearm up and down several times in the front of the face. |

References

| Reference Number or Author | Reference Title |
|-----------------------------------|--|
| MCO 3120.8A | Policy for the Organization of the Fleet Marine Forces for Combat |
| MCO P1020.34G (Ch 1-5) | Marine Corps Uniform Regulations |
| MCO P5060.20 | Marine Corps Drill and Ceremonies Manual |
| MCRP 6-11B | Marine Corps Core Values: A User's Guide for Discussion Leaders |
| SECNAVINST 6222.1 | General Military Training Program in the Prevention of Sexually Transmitted Diseases (STD) |

Glossary of Terms and Acronyms

| Term or Acronym | Definition or Identification |
|------------------------|-------------------------------------|
| AAW | Anti-air warfare |
| ACE | Aviation combat element |
| AWC | all-weather coat |
| BLT | Battalion Landing Team |
| CAP | Combined Action Platoon |
| CAS | Close air support |
| CCF | Communist Chinese Forces |
| CE | Command element |
| CNO | Chief of Naval Operations |

Glossary of Terms and Acronyms (Continued)

| | |
|-----------|--|
| DAS | Deep air support |
| DMZ | Demilitarized zone |
| EA | Enemy attack |
| EP | Enemy protection |
| EW | Electronic Warfare |
| FMF | Fleet Marine Force |
| MLG | Marine Logistics Group |
| GCE | Ground combat element |
| HMH | Marine Heavy Helicopter Squadron (CH-53E) |
| HMLA | Marine Light/Attack Helicopter Squadron (AH/UH-1) |
| HMM | Marine Medium Helicopter Squadron (CH-46) |
| HQMC | Headquarters Marine Corps |
| IRR | Individual Ready Reserve |
| LCE | Logistics Combat Element |
| LVT | Landing Vehicle Tracked |
| MAG | Marine Aircraft Group |
| MAGTF | Marine Air-Ground Task Force |
| MARFOR | Marine Corps Forces |
| MARFORRES | Marine Corps Forces Reserve |
| MAU | Marine Amphibious Unit |
| MAW | Marine Aircraft Wing |
| MCSF | Marine Corps Security Forces |
| MEB | Marine Expeditionary Brigade |
| MEF | Marine Expeditionary Force |
| MEU | Marine Expeditionary Unit |
| MLG | Marine Logistics Group |
| MPF | Maritime Prepositioning Force |
| MSSG | Marine Expeditionary Unit Service Support Group |
| NVA | North Vietnamese Army |
| OAS | Offensive air support |
| PLO | Palestine Liberation Organization |
| PT | Physical training |
| SMCR | Selected Marine Corps Reserve |
| SPMAGTF | Special Purpose Marine Air-Ground Task Force |
| US | United States |
| VMA | Marine Attack Squadron (AV-8) |
| VMAQ | Marine Tactical Electronic Warfare Squadron (EA-6) |
| VMFA | Marine Fighter Attack Squadron (F/A-18 A+/C) |
| VMFA (AW) | Marine All-weather Fighter Attack Squadron (F/A-18D) |
| VMGR | Marine Aerial Refueling/Transport Squadron (KC-130) |
| VMM | Marine Medium Tiltrotor Squadron (V-22) |
| V/STOL | Vertical/short takeoff and landing |

Notes